

# ST THOMAS MORE CATHOLIC TEACHING SCHOOL

AN OUTSTANDING CATHOLIC SCHOOL - SPECIALISING IN LEADERSHIP AND HUMANITIES

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8<sup>th</sup> December 2015

Dear Parents/Carers

## Improving School Communications with ParentMail

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about.

Traditionally we have used printed letters but delivery of these can be unreliable; they are also not environmentally friendly.

From January 2016 we will be using ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. ParentMail will be beneficial to you because:

Messages will be sent to you reliably and on time

- We can send messages directly to mums, dads and other carers at the same time
- Emergency or important information can be sent by text message

To use the latest version of ParentMail all you need to do is verify your account. You will have already received a notification asking you if you have both a mobile number and an email address registered on your account, you will receive a registration invitation by text **and** email. You can decide which way you register – but you will only need to register once.

With ParentMail you will have just one account where you will receive information, book parents' evenings, receive feedback and much more – and it's completely free!

### Mobile registration:

Please click on the link from the text message and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

### Email registration:

Please click on the link from the email and follow the verification process. As above, you will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you have not received any contact from ParentMail please contact the school as your contact information may be incorrect or needing updated.

Yours faithfully

*Alison T. Wilshaw*

Headteacher

Headteacher: Ms Alison Wilshaw BA (Hons) PGCE NPQH  
Deputy Headteacher: Mrs Bernadette Grimley BEd (Hons) NPQH  
Deputy Headteacher: Mrs Kate Pereira BA (Hons) PGCE NPQH

